



## WHITTIER SMALL BOAT HARBOR

P.O. Box 639 Whittier, Alaska 99693

907-472-2327, option 6, or #-110

Fax 907-472-2472

E-Mail: [harbormaster@whittieralaska.gov](mailto:harbormaster@whittieralaska.gov)

### CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT SEASONAL HARBOR ASSISTANT I

The City of Whittier, Alaska, Harbor Department is seeking highly capable individuals for one 40 hour/week and one 20 hour/week seasonal positions of Harbor Assistant I. These positions are under the supervision of the Harbor Office Manager. These positions are open until filled.

**EXAMPLES OF WORK:** Assisting with maintaining all accounts receivable; the preparation of billing, deposits and other financial reports. Prepares purchase orders for payment, and maintains purchase order log. Receptionist duties: greeting the public and answering questions regarding harbor services, and policies regarding customer's accounts. Cashier: accurately calculating fees and issuing receipts. Secretarial duties: typing, filing, and preparation of correspondence and requests for information. Maintain all necessary registration data, such as transient, annual dry storage, hoist and boatlift moorage agreements. And monitors and uses the VHF radio.

**KNOWLEDGE, SKILLS AND ABILITIES:** Must have a basic understanding of computers and office equipment and appropriate experience with basic office systems including but not limited to data processing, filing, telephone reception, bookkeeping, letter composition, cash receipts, mail receipt, and misc. research. Must have appropriate verbal communication skills and have the ability and aptitude to perform a variety of routine and complex clerical and administrative tasks and provide administrative support to the harbormaster and harbor office administrative assistants. Work cooperatively with other employees, other departments and the public. Must meet, greet and assist the public in a professional manner.

**EDUCATION AND EXPERIENCE:** High school diploma or GED required. Experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically.

**LICENSES AND SPECIAL REQUIREMENTS:** Must be at least 18 years of age. Must have a valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

**SALARY:** \$13.23/hour. To apply, submit a City of Whittier application, authorization to release information form, a cover letter, and three references to the Harbormaster at the Harbor Office by one of the following methods: in person, mail to P.O. Box 639, Whittier, AK 99693, e-mail to [harbormaster@whittieralaska.gov](mailto:harbormaster@whittieralaska.gov), or fax to 907.472.2472. Applications are available at City Hall, or by internet at [www.whittieralaska.gov](http://www.whittieralaska.gov).

Direct deposit of payroll is mandatory within 30 days of employment.  
The City of Whittier is an equal opportunity employer and a "drug free" workplace.

PUBLIC POSTING: May 8, 2013